

THE KENTUCKY BICYCLE AND BIKEWAY  
COMMISSION GRANT PROGRAM APPLICATION  
FORM

Greenways Commission of Bowling Green and  
Warren County, Kentucky

2015



## Kentucky Bicycle and Bikeway Commission Grant Program Application Checklist

The Kentucky Bicycle and Bikeway Commission Grant Application should include the following:

☒ Grant Application Form

☒ Organization Financial Statements (previous two years, if available)

☒ Proof of Organization status (Kentucky tax-exempt certificate, or non-profit corporation certificate, organization articles of incorporation, organization by-laws, etc.)

☒ A detailed, current budget of project or program for which funds or services are to be requested. This includes itemized documentation as to how the requested funds will be used. Include information on other funding sources, including other foundations applied to for funding. Include information as to how the organization or agency will measure the results of its program or project.

☒ (In-Kind) Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor

☒ A detailed, written description and confirmation from contributors of in-kind contributions

☒ Additional information about your organization include history, promotional literature.

**(Greenways Master Plan; Greenways Brochure available at:**

**[www.warrenpc.org/greenways](http://www.warrenpc.org/greenways))**

☐ N/A A copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable.

# The Kentucky Bicycle and Bikeway Commission Grant Program Application Form

**Name of Organization:** Greenways Commission of Bowling Green and Warren County,  
Kentucky (City-County Planning Commission of Warren County, Kentucky).

**Address:** 1141 State Street

**City:** Bowling Green **State:** KY **ZIP Code:** 42101

**Phone:** (270) 842-1953 **E-mail:** miranda.clements@bgky.org

**Contact Person:** Miranda Clements **Title:** Greenways Coordinator

## **Brief Description of Your Organization and Its Goals and Objectives:**

The mission of the Greenways Commission is to develop a network of walking and biking pathways that bring the community and nature together while helping to provide a holistic transportation network. The three main goals of the 2014 Greenways Master Plan are the following:-

- Create a framework for the systematic expansion of greenways trails throughout the community;
- Pursue all available opportunities to provide a long-range funding source for the construction of greenways trails and to explore local funding options, as well as federal and state grants to support the development and future maintenance of the trail system.
- Create a sustainable public presence for greenways in Bowling Green and Warren County.

**Project for which funding is requested:** The project will be to develop a bike safety program that will include three elements:

- 1) A Bike Rodeo manual and Kit for the Greenways Commission and other organizations
- 2) Transportation Safety Classroom Curriculum (Petey Possum program) aimed at elementary age students that would include an update of safety brochures.
- 3) A 30 second video to educate drivers in Bowling Green and Warren County as to KY laws regarding bicycles with an update to the 2007 Bicycle Comfort Level Map.

**Amount Requested:** \$17,900 **If approved, funds are needed by what date?** Flexible

**If approved, the check should be disbursed to:**

City-County Planning Commission of Warren County

**Address:**

1141 State Street

**City** Bowling Green **State** KY **ZIP Code** 42101

**Federal ID #** 61-0675697 **or Social Security #** \_\_\_\_\_

**Attach a brief description of project: Include:**

**(a) How this program or project fits the purposes of Kentucky Bicycle and Bikeway Commission Grant Program vision statement**

The Bike/Ped Safety program will inform and educate the residents of Bowling Green and Warren County about bicycle and pedestrian safety through the development of curriculum, training aids and an educational program. This project clearly meets the objectives and purposes of the Kentucky Bikeway Commission Grant Program vision statement.

The Greenways Master Plan of Bowling Green and Warren County was updated in 2014 and one of the key factors and concerns expressed by the public was bike/pedestrian safety. (The public surveys for the 2015-2040 Metropolitan Transportation Plan for Bowling Green and Warren County and the City of Bowling Green Parks and Recreation Master Plan 2015 also revealed a strong desire by the public for safe bicycle and pedestrian facilities.) Public education for motor vehicle drivers regarding bicycles is critical to ensure safety for cyclists. Equally important is educating cyclists about their responsibilities when riding a bicycle and safety tips. Educating children about safe bicycle and pedestrian practices is particularly important, especially during this period when our alternative transportation system is in its infancy and it is necessary for cyclists and drivers to share the roads.

A Bike Rodeo Manual and Kit will be developed to allow the Greenways Commission, as well as schools and community organizations, to organize successful Bike Rodeo events to educate children about safe bicycle practices. To educate children about pedestrian safety, a draft Transportation Safety Classroom Curriculum targeting elementary school children, developed by the KYTC-3 office in the 1990s, will be revisited and updated and made available to schools. (The Petey Possum campaign is currently inactive and the attached brochure was a draft developed for KOHS which has expressed no interest in the program). The third component of the safety program will be the creation of a 30 second video to educate drivers about KY laws regarding bicycles. The final element will be an update of a 2006 bicycle route comfort level brochure (copy attached). The bicycle route map will be on one side with safety tips on the other. Since the previous map was published, more than 20 miles of greenways trails and many sidewalks have been built.

**(b) If this is a new project or program or a continuation of an existing one**

This project is partially new and partially a continuation of existing programs. The Greenways Commission has conducted Bike Rodeo's in conjunction with the City of Bowling Green's Arbor Day Celebration in past years and plans to continue doing so in the future. Local law firm Hughes & Coleman have held several Bike Rodeos as well as a bike safety program at Chick Fil A during Bike Safety Month in 2014. The Greenways Commission is going to partner with Hughes & Coleman on future events. The firm sells bicycle helmets to children at a reduced cost of \$5.00. To increase the number of

children served by these programs, one of the objectives of the grant project is to assemble the information and products needed to conduct a Bike Rodeo so that the Greenways Commission, as well as interested school and/or community organizations, have everything needed for a successful event.

The Transportation Safety Classroom Curriculum (Petey Possum program) was developed in the 1990s by the KYTC District 3 office to educate elementary students about pedestrian safety. The program will be updated and distributed to area schools. The production of a 30 second video will be a new project to educate drivers about KY laws regarding bicycles. To accompany the video, a 2006 Bicycle Comfort Level brochure and map will be updated to identify Greenways, sidewalks and bike lanes on one side and safety tips on the other.

This project meets the objectives of the Bowling Green Warren County Metropolitan Planning Organization Fiscal Year 2016 Unified Planning Work Program, Element 09 – Multimodal Planning. Element 09 directs the Greenways Commission staff to coordinate efforts to increase awareness and safety related to bicycling and walking including media interviews/advertising, community presentations, events, brochures, websites and social media. The Focus 2030 Comprehensive Plan for Warren County also includes recommendations to educate the public about bicycle and pedestrian safety.

**(c) Who will be responsible for the project or program?**

The Greenways Commission staff will be responsible for coordinating the Bike/Ped Safety Program.

**(d) If the request is for a onetime project or for an ongoing program.**

The request is for the tools and materials needed to establish an ongoing bike/pedestrian safety program in Bowling Green and Warren County.

**(e) Describe the system(s) to be put in place to measure the results of the program.**

The project will be measured by number of Bike Rodeo's held in 2016 and by the number of children who participate in Bike Rodeo's and the Petey Possum educational program. The PSA video will be measured by the estimated number of people reached by the various media outlets used. A public survey using a tool such as "Survey Monkey" will be conducted after the program has been up and running for one year to determine public awareness of the safety program.

If available, accident data concerning bike/pedestrian accidents will be tracked to determine if the number impacted decreases over time. Currently, the Bowling Green-Warren County MPO does not include data on bike/pedestrian accidents in the Metropolitan Transportation Plan (MTP). If the number of people using alternative modes of transportation increases, the MPO include such data in the future.

The Safety Program information will be added to the Greenways Commission website and social media sites (Facebook, Twitter) and we can use the “like” and “tweet” systems to measure public participation.

- (f) **Include a copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable**  
N/A

Organizational Financial Statements  
City-County Planning Commission 2014-2015

**City-County Planning Commission  
2014-2015 4th Quarter Budget Statement**

	June, 2015 ACTUAL	YEAR TO DATE ACTUAL	2014-2015 BUDGET AMENDMENT -2
Beginning Balance 7/1/14	0.00	260,291.07	260,291.07
<b>INCOME</b>			
City Contribution	0.00	471,770.00	471,770.00
County Contribution	0.00	471,770.00	471,770.00
4 Cities Contribution	0.00	4,800.00	4,800.00
MPO Related Funds	0.00	15,340.60	15,340.60
Downtown Hist Sign Grants	0.00	0.00	0.00
Greenways Grants/Donations	0.00	0.00	0.00
Review Fees			
Zone Changes	5,060.00	27,050.00	
Variance	990.00	6,600.00	
Conditional Use	0.00	4,140.00	
Subdivision	3,960.00	35,145.00	
Recording	1,062.00	9,518.00	
HPB-COA	75.00	850.00	
Misc Review Fees	430.00	5,960.00	
Total Fees	11,577.00	89,263.00	80,000.00
Construction Fees	39,100.00	115,603.00	73,000.00
Sales	20.00	821.41	800.00
Maintenance Income	0.00	22,012.86	21,274.00
Interest Income	382.95	4,934.82	4,000.00
Miscellaneous Income		0.00	0.00
Total Income	51,079.95	1,196,315.69	1,142,754.60
Income plus Beg. Balance	51,079.95	1,456,606.76	1,403,045.67
<b>EXPENSES</b>			
Personnel			
Planning Group	19,940.82	200,351.09	205,448.75
Dev Services Group	19,923.64	245,593.39	246,922.87
Admin. Group	18,830.81	216,208.87	230,258.28
FICA & Medicare	4,221.89	47,636.13	52,050.53
Retirement	10,044.72	112,931.39	118,100.96
Health Insurance	6,098.99	68,510.67	71,165.64
Dental Insurance	317.72	2,663.26	2,986.62
Workers Comp.	5,820.21	2,877.21	9,500.00
Unemployment	0.00	0.12	0.00
PTO Payout	0.00	3,912.80	5,000.00
Vision	83.30	493.62	499.98
Education	0.00	0.00	0.00
Total Benefits	26,586.83	239,025.20	259,303.73
Total Personnel	85,282.10	901,178.55	941,933.63



	June, 2015 ACTUAL	YEAR TO DATE ACTUAL	2014-2015 BUDGET AMENDMENT -2
Office			
Advertising	2,729.82	21,175.42	21,000.00
Postage & Shipping	192.00	4,814.64	7,000.00
Dues & Memberships	145.00	1,460.00	1,600.00
Office Maintenance	0.00	1,441.93	6,000.00
Utilities	1,891.33	23,832.59	25,000.00
Equipment Maint.	1,388.67	11,250.48	11,000.00
Supplies	747.57	6,681.23	8,000.00
Time Warner Cable	331.25	4,193.75	5,000.00
Recording	1,119.00	9,280.00	11,000.00
Computer Software	539.54	7,869.64	9,000.00
Greenways Projects	0.00	0.00	500.00
Total Office	9,084.18	91,999.68	105,100.00
MPO Expenses			
Training/Travel	0.00	559.26	1,000.00
Consulting Services	0.00	0.00	0.00
Transportation Studies	0.00	0.00	0.00
Transit Planning Funds	0.00	0.00	0.00
Total MPO	0.00	559.26	1,000.00
Contractual Services			
Audit Fees	0.00	4,400.00	4,400.00
Attorney - CCPC	1,955.00	28,024.50	30,000.00
Attorney - Bd. of Adj.	60.00	3,030.00	5,000.00
Janitorial Services	450.00	5,400.00	5,400.00
Insurance	0.00	29,441.21	29,500.00
Engineering Services	0.00	0.00	10,000.00
Consulting Services	0.00	0.00	25,000.00
911 Aerial Contract	0.00	7,500.00	7,500.00
Building Lease	0.00	0.00	0.00
Total Contractual	2,465.00	77,795.71	116,800.00
Travel			
Fuel/Maint.	453.61	4,880.25	7,000.00
Meetings & Conf.	404.91	3,602.21	4,000.00
Total Travel	858.52	8,482.46	11,000.00
Commission Expenses			
Planning Commission	1,750.00	20,100.00	28,200.00
Bd. of Adjustments	375.00	4,950.00	6,300.00
FICA & Medicare	162.03	1,910.06	2,639.25
Total Commission	2,287.03	26,960.06	37,139.25
Miscellaneous Expenses		0.00	0.00
Total Expenditures	99,976.83	1,106,975.72	1,212,972.88
Net Income/Loss	-48,896.88	349,631.04	190,072.79
Capital Expenditures			
Building Improvements	0.00	10,000.00	10,000.00
Equipment/Vehicle	0.00	955.66	5,000.00
Operating Reserves	0.00	0.00	114,275.46
Construction Reserves	0.00	4,638.00	52,695.84
HPB Sign Grants	0.00	0.00	8,101.49
Total Capital Exp.	0.00	15,593.66	190,072.79
Fund Balance	-48,896.88	334,037.38	0.00

## DETAILED BUDGET

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ITEM	AMOUNT
Bike Rodeo Manual to Coordinate with Greenways Bike/Safety Theme (Research, layout, graphic design)	\$2,000.00
Print Bike Rodeo Manual (2,500 copies)	\$1,000.00
Bike Rodeo Starter Kit (See below for detailed list of included items)	\$300.00
Bike Rodeo Sign	\$400.00
Kid's Bike for Free Bike Giveaway	\$200.00
Transportation Safety Classroom Curriculum (Update Petey Possum Program Brochure – layout, graphic design, content, etc.)	\$1,000.00
Transportation Safety Classroom Curriculum Brochure Printing (2,500 copies)	\$1,000.00
Bicycle Comfort Level Map & Bicycle Safety Brochure – Bicycling professional to survey and identify bike routes/levels	\$3,000.00
Bicycle Comfort Level Map – (Layout, graphic design, content, etc.)	\$1,000.00
Bicycle Comfort Level Map Brochure – Printing Costs (2,500 copies)	\$1,000.00
15-30 Second PSA Video KY Laws on Bicycling	\$4,000.00
PSA – cost of airing on local TV stations	\$3,000.00
<b>TOTAL</b>	<b>\$17,900.00</b>

### PARTNERS

**Greenways Commission:** Staff time to coordinate project and events; Greenways Commission board member volunteer hours attending and assisting with Bike Rodeo events, etc. (Value: \$1,000.00)

**Kentucky Transportation Cabinet District 3 Office:** Will help with planning, coordination, publicity. Developed the Petey the Possum program and will assist in updating.

**Breck's Bike Shop:** Free children's bike safety checks during bicycle rodeo (Value - \$1,000.00 ) and will allow the bike rodeo to be held in the parking lot in front of the Bike store.

**Southwest Kentucky Mountain Bike Association (SWKYMBA):** Publicity through active Meetup website and website; help with events.

**Hughes & Coleman Injury Lawyers:** Partnering to hold Bike Rodeos, provide bicycle helmets for reduced price of \$5.00 at events; help with public relations and marketing (Value: \$1,000)

**Warren County Sherriff's Office:** Provide officers during Bike Rodeo events and assistance with coordination and publicizing.

**WKU Parking and Transportation:** Has established a bicycle rental program for WKU students known as Big Red Bikes and has established a Car Free Initiative for students. Will help with planning, coordination and publicity.

**81 PIECE BIKE RODEO STARTER KIT CONTENTS:**

(12) 8 .5 x 11 inches polystrene Traffic Signs -

- (3) STOP Signs,
- (2) GO Signs,
- (1) YIELD sign,
- (1) Railroad Crossing Sign,
- (1) Pedestrian Crossing ,
- (1) School Crossing,
- (3) SLOW signs
- (3) Station Signs ("REGISTRATION", "INSPECTION", "HELMET FIT")

(15) Sign Holders that fit onto standard Traffic Cones or ESC's Collapsible Traffic Cones or placed on a table.

(1) 36" Equipment Bag (Heavy Orange Vinyl)

(50) Cone Domes - approximately 7 inches in diameter and 2 inches tall. Plastic domes that can be used for a skills course or an obstacle course.

- (25) Yellow and
- (25) Orange –

Source: Emergency Services Communications, LLC

## ADDITIONAL INFORMATION

- Petey Possum Pedestrian Safety Program Brochure
- 2006 Bicyclist Comfort Level Rating Map

Greenways Master Plan 2014 and our new Greenways Brochure are available at:

[www.warrenpc.org/greenways](http://www.warrenpc.org/greenways)



### **What can you do to make your neighborhood safer for pedestrians?**

- Trim shrubs that are blocking sidewalks.
- Promptly remove snow & ice on your property & sidewalks.
- Notify city, county or state agencies to have shrubs trimmed that create problems for pedestrians at corners of streets.
- Write a letter to your mayor, city council, commissioners or state government asking for sidewalks or other improvements.
- Go to public hearings. If a project doesn't have sidewalks, ask why not.
- Circulate a petition for sidewalks in your neighborhood.

***GET OUT & WALK...SET AN EXAMPLE FOR YOUR NEIGHBORS!!!***



### **Additional Transportation Safety Tips...**

**Speed Limit** – 70 mph on rural sections of Kentucky's interstates and on most parkways. other roads are as posted.

**Bike Helmets** – Never ride a bicycle without a helmet. Bicycle helmets can reduce head injuries by 85 percent. Select a helmet that fits snugly and sits flat atop the head.

**Seat Belts** – Kentucky has a mandatory seat belt law, so please buckle up!!!

**Child Restraints** – Federally approved child restraint seats are required by Kentucky law for all children 57 inches tall or less.

**Turning on Red** – Kentucky permits a right turn on red unless posted otherwise on an intersection sign.

**Driving Under the Influence** – Please, for your safety and the safety of others, don't drink and drive. If convicted of DUI, first time offenders can expect a 90-day license suspension, fines of \$200-\$500, and possible jail time up to 30 days. Penalties are more severe for second and subsequent convictions.

**Move Over** – Move over or reduce speed for stopped emergency vehicles.

For more information on transportation safety visit:

[transportation.ky.gov/highway-safety](http://transportation.ky.gov/highway-safety)



**Petey Opossum**  
**Says...**



## **Pedestrian Safety Program**



## Kentucky Office of Highway Safety

### Mission:

Through public and private partnerships, achieve the most improved and sustainable downward trend in reducing Kentucky's highway fatalities and injuries.



**KENTUCKY**

Office of  
**Highway Safety**

The **Pedestrian Safety Program** is designed for pre-school through elementary age children.

The pedestrian safety mascot is a puppet named *Petey Opossum*. What child (or adult) has not seen one of Petey's friends or family members as unfortunate victims on our roadways. Petey is a much smarter critter and has learned all the rules for being a safe pedestrian! The Petey Opossum character teaches children the importance of being safe when they are walking in their communities.

## Petey Says...



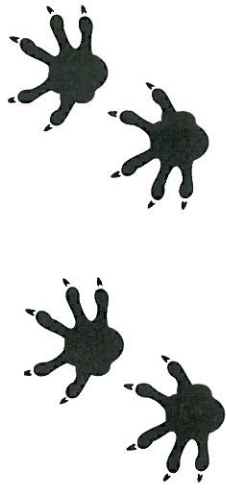
... Cross at crosswalks. Don't jaywalk!

... **ALWAYS** look left, right & left again before you cross, keep looking as you walk. Don't assume green lights or walk signals mean it is safe to cross.

... When there is no sidewalk, walk facing oncoming traffic as far off the road as possible.

... Remember that it takes longer for cars to stop when visibility is limited or weather is bad.

... Have small children hold your hand when crossing the street or walking in a parking lot.



### ... **PETEY ALSO HAS TIPS FOR CROSSING AT INTERSECTIONS EQUIPPED WITH PEDESTRIAN SIGNALS...**

When crossing at an intersection with traffic lights & pedestrian signals, wait until you see the **WALK** signal before you start to cross. A flashing **DON'T WALK** signal means do not start to cross the street. If you are in the middle of the street when the **DON'T WALK** signal begins flashing, continue to cross, and you should have enough time to complete your crossing.



### ... **PETEY KNOWS HOW TO BE A SAFE PEDESTRIAN WHEN WALKING AT NIGHT...**

Pedestrians are **twice** as likely to be killed at night than during the day, so remember to wear brightly colored clothing & carry a flashlight so that drivers can see you.





**BICYCLIST COMFORT  
LEVEL RATING**

- BEGINNER
- INTERMEDIATE
- ADVANCED

— OFF-ROAD  
— SHARED USE PATH  
— PROPOSED  
— SHARED-USE PATH

SCHOOLS  
PUBLIC PARKS  
OTHER RECREATION AREAS  
WKU PROPERTIES  
LIBRARY

PUBLIC RESTROOMS AVAILABLE  
AT LIBRARIES AND MANY PARKS

1000 0 1000 2000 3000 Feet

